



Checklist for a Consular Report of Birth Abroad (CRBA)

- 1) Bring this checklist with you to your appointment, signed, and dated.
- 2) You cannot apply for a report of birth and passport without a scheduled appointment for each applicant (the child).
- 3) Please check the appropriate box in front of each document that you bring with you.
- 4) Many of the documents require you to submit a photocopy and bring in the original version.
- 5) The documents should be placed in the same order as the checklist.

In addition to this list, a personal appearance by the applicant (the child) is required.

FEES/FORMS/PHOTOS

☐ **Non-Refundable Application Fee.** The fee for a Consular Report of Birth is \$100. The fee for a child's passport under 16 is \$105; for those 16 and over, the fee is \$135. We accept U.S. dollars, Mexican pesos, or major credit cards. You will pay at the Consulate on the day of appointment. The fees are non-refundable.

☐ **Courier Delivery Fee.** Upon approval, the CRBA will be delivered by the courier. You will pay the courier fee, which may vary depending on the delivery address, on the day of the appointment at the Consulate.

☐ **Photos of Applicant.** You will need two identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background for the child. For photo instruction and samples, refer to

http://travel.state.gov/passport/pptphotoreq/photoexamples/photoexamples_5300.html

☐ **"Application for Consular Report of Birth Abroad" (DS-2029).** Please complete but **DO NOT SIGN!** Only the child's biological parent or legal guardian, preferably the U.S. citizen parent, can apply for a CRBA. Either parent, including a non-U.S. citizen parent, may execute and sign this application form before a Consular Officer. If it will be signed and executed by a legal guardian, a special power of attorney from the parent(s) or guardianship affidavit must be submitted. Please read and follow the "Instructions" when filling it out. Complete all the applicable items but do not sign this form until you are asked to do so by the Consular Officer during your appointment at the Consulate. If the child was born out of wedlock to a U.S. citizen father, the U.S. citizen father must complete Item 28, page 3 of the form DS-2029. If a U.S. citizen father transmitting citizenship to the child born out of wedlock *is not present*, he may complete State Department Form DS 5507 (Affidavit of Parentage, Physical Presence and Support) and submit separately. Download and print Form DS-2029 at <http://www.state.gov/documents/organization/156216.pdf>

☐ **"Affidavit of Parentage, Physical Presence and Support" (DS-5507).** If the parents were not married at the time of the birth of the applicant and the father is the U.S. citizen, the father must complete Form DS-5507. Do not sign the form if the father will be present at the interview. If the father will not be present, the father must sign the form (signature is required on pages 3 and 4) and get it notarized. Please do not forget to attach a copy of the father's I.D. to the form. If the father is deceased, submit an original death certificate and photocopy. Download the Form DS-5507 from <http://www.state.gov/documents/organization/126018.pdf>

If you would also like to apply for a passport, please submit these additional items:

☐ **"Application for a U.S. Passport" (DS-11),** if applying for a passport. We encourage you to apply for a CRBA and passport at the same time. Because all fees are non-refundable, we recommend that you initially pay only for the CRBA application at our office cashier. Once approved, you will have the option of returning to the cashier to pay for the passport application. For children under the age of 16 both parents/legal guardians are required to come in person. You must complete the form electronically and print it out. Please review the information on First Passport Applications (for children under the age of 16) on the website found at <http://travel.state.gov/content/passports/english/passports/apply.html>

❑ **“Statement of Consent” (DS-3053)** is required for passport applications for children under the age of 16 if only one parent is appearing for the interview. The absent parent must sign the DS-3053 and get it notarized. Please do not forget to attach a copy of the absent parent’s I.D. to the form. The document is valid for 90 days after the date of signature. If only a legal guardian will accompany the child, a DS-3053 from both parents is required as well as a notarized statement signed by both parents naming the person who will apply with the child. Download this form at <http://www.state.gov/documents/organization/212243.pdf>

PROOF OF IDENTITY AND PROOF OF CITIZENSHIP

- ❑ **Child’s Original Mexican Birth Certificate Issued by Civil Registry.** Child’s original Mexican birth certificate issued by the civil registry. You should request the “book true copy” (“copia fiel del libro”) version. We do not accept short-form/extract versions (“extractos”) nor “informational” copies.
- ❑ **Mexican Secretary of Health Birth Certificate.** Copy of the Mexican Secretary of Health birth certificate (often called hospital birth certificate, “certificado de alumbramiento,” or “nacido vivo”). This document is given to the mother in the hospital soon after the child’s birth, and contains the baby’s footprint and mother’s fingerprint. If you handed the original document into the Mexican civil registry without keeping a copy, you may request a true copy from the civil registry’s files.
- ❑ **Evidence of Parents’ U.S. citizenship.** Proof of citizenship for the U.S. citizen parent(s), such as a U.S. birth certificate, passport, CRBA, naturalization certificate, or certificate of citizenship. The U.S. citizen parent must have been a citizen at the time of the child’s birth. If the U.S. citizen parent was naturalized, he/she must bring the original Certificate of Naturalization.
- ❑ **Passport/Identification document for non-U.S. citizen parent.** A non-U.S. citizen parent must bring his/her passport or other form of photo identification, such as such as valid original passport, government-issued driver license, state ID, or voter registration card. Please bring the original ID.

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

- ❑ **Evidence of physical presence/residence.** The U.S. citizen parent must bring proof of living in the United States before the child’s birth in order to transmit citizenship. Regularly available documents that may establish your physical presence/residence in the U.S. include transcripts from High School and/or College, Elementary and/or Middle School report cards, Social Security statements, Vaccination Records, Baptismal Certificate, Income Tax Returns and W2s, old passports, a Military Statement of Service or DD-214 Separation Statement (military members only). You can submit other documents as evidence. Please bring the original documents. Please consult our website for the requirements that pertain to your particular situation (<http://photos.state.gov/libraries/adelaide/171311/consular/Transmission%20Requirements%20Table.pdf>).

LEGITIMATION/LEGAL RELATIONSHIP

- ❑ **Parents’ marriage certificate, if applicable.** If parents are married, provide an original or certified copy of the marriage certificate and any prior divorce decrees. Please bring the original marriage certificate.
- ❑ **Divorce and Annulment Decrees/Death Certificates, if applicable.** The mother and/or father will need to show termination of all prior marriages. Please bring certified translations if the decrees or certificates are not in English. Please bring the original divorce decree/annulment decree/death certificate.

BLOOD RELATIONSHIP

- ❑ **Prenatal records and/or other evidence of mother’s pregnancy.** Please bring original documents. Dated ultrasounds containing name of mother, laboratory test results, doctor prescriptions/hospital receipts, and pictures of the mother pregnant, pictures of mother and baby immediately following the birth and during the hospital stay. Baby and mother’s hospital identification bracelets, crib card, discharge orders, paid hospital bill. These are helpful in establishing the existence of the pregnancy as well as the biological relationship of the child to the mother, regardless of her citizenship.

NOTE: For Assisted Reproductive Technology (ART), biological parents should submit medical records detailing the method/procedures done. For more information on how the Department of State determines citizenship for children conceived through ART, please consult this website: http://travel.state.gov/law/citizenship/citizenship_5177.html

❑ Evidence of the couple's relationship prior to the conception of the applicant. The burden of proving a claim to U.S. citizenship, including a blood relationship, is on the person making such claim. If parents were not married before child's conception you must present proof of relationship between parents: For example, time-stamped photos of the couple together before, during, and after the pregnancy, photos of the U.S. citizen parent with the newborn baby, Western Union money transfer receipts, birthday cards, email printouts, lease agreements, bank statements, home utility bills, or IRS tax declaration documents showing shared address, etc. Proof the couple was together at time of conception, i.e. passport with entry and exit stamps, Mexican or U.S. temporary or legal residency documents, etc. In some cases, consular officers may request DNA evidence to prove the biological relationship. If DNA evidence is requested, you will be given written instructions. You must follow Consulate procedures, including DNA sample collection is witnessed by an American Consulate staff member and use of an AABB accredited laboratory.

REMINDER:

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is obtaining all of the necessary documents. If you do not bring the required original documentation, we will suspend processing of the application and you may be required to schedule another appointment.

You may be asked to provide additional documentation at the time of your interview. By regulation you will have 90 days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. Be reminded all fees are non-refundable.

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Signature of Applying Parent or Guardian

Date